



## County of Los Angeles

## CHIEF ADMINISTRATIVE OFFICE

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(213) 974-1101

6/9 Stewart  
c Exec. Comm.

DAVID E. JANSSEN  
Chief Administrative Officer

Board of Supervisors

GLORIA MOLINA  
First District

YVONNE BRATHWAITE BURKE  
Second District

ZEV YAROSLAVSKY  
Third District

DON KNABE  
Fourth District

MICHAEL D. ANTONOVICH  
Fifth District

June 5, 1997

To: All Department Heads

From: David E. Janssen *[Signature]*  
Chief Administrative Officer

### REVIEW OF AUTOMATION-RELATED BOARD LETTERS BY CHIEF INFORMATION OFFICER

At the June 3, 1997 meeting of the Board of Supervisors, on motion of Supervisor Antonovich, the Board established a policy requiring that the Chief Information Officer (CIO) review all Board letters relating to design, acquisition, expansion, or purchase of automated systems prior to the letter being placed on a Board agenda. After obtaining the review and concurrence of the CIO on all such Board letters, please note this fact in the body of the Board letter.

This policy is effective immediately. If you have already filed any automation-related Board letters for a future Board agenda, please obtain the CIO's review of any such letter(s) prior to the Board agenda date; in these instances, we recommend that you submit a separate memorandum to the Board advising them of the CIO's concurrence.

Thank you for your cooperation.

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MKZ:mmg23

c: Each Supervisor

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COUNTY OF LOS ANGELES  
INTERNAL SECURITY SECTION  
EX-111

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